

# **FY 2008 Request for Proposal**

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## **Comprehensive Counseling and Guidance Program**

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### **Duration of Program:**

July 1, 2007 to June 30, 2008

### **Available Funding:**

Approximately \$8,570,240 plus \$1,000,000 in district matching funds.

### **Funding Procedure:**

Funding appropriated by the Utah State Legislature for the continuation of the Comprehensive Counseling and Guidance Program will be available to districts through this application process. The school districts or charter schools will receive continued support from this funding source provided by the Utah State Legislature through the Utah State Board of Education based upon performance and adherence to the standards cited in **Utah State Board of Education Rule R277-462-3**. Disbursement criteria shall remain consistent with the enrollment allocations and priority for funding noted in **R277-462-3**.

Out of the total allocation the legislature gave \$1,000,000 to the Comprehensive Counseling and Guidance Program to reduce counselor to student ratios or for maximizing direct services to students by counselors. The \$1,000,000 was appropriated in HB 160 with the following intent language: *Of the monies allocated to Comprehensive Guidance Programs pursuant to board rules, \$1,000,000 in grants shall be awarded to school districts or charter schools that: a) provide an equal amount of matching funds; and b) do not supplant other funds used for Comprehensive Guidance programs* (HB 160; 53A-17a-113.5). The \$1,000,000 is being allocated on a base amount between 1.25 – 1.50 wpu per school in additional funds. This new portion of the allocation needs to be matched by the district or charter school with non-guidance funds.

### **Eligible Applicants:**

Utah School Districts or Charter Schools

### **Statement of Purpose:**

Funds disbursed for this program shall be used by the district at the secondary schools in grades seven (7) through twelve (12) to provide guidance curriculum, individual planning, including SEOP conferences and processes for each student at the school, responsive services, and system support for the Comprehensive Counseling and Guidance Program. Use of funds shall remain consistent with **Utah State Board of Education Rule R277-462-4**

### **Assurances:**

Each secondary school desiring funding in a district will meet all of the criteria as currently contained in the **Utah State Board of Education Rule R277-462**. Each school shall:

- Submit a self-evaluation of the school's Comprehensive Counseling and Guidance Program by completing the "CCGP Performance Review: Connecting Program Improvement and Student Learning" and returning such self-evaluation to USOE by May 15, 2008.
- Complete two data projects: "Guidance Activities Action Plan and Report" and "Closing the Gap Action Plan and Report" and return both electronically to USOE by June 15, 2008. A separate signature sheet with the principal's signature recognizing the completion of the projects will be mailed to USOE by June 15, 2008.

Schools not yet approved for Comprehensive Counseling and Guidance Program funds must pass an on-site review and return the "CCGP Performance Review" to USOE before May 1, 2008 to be eligible for funds for the 2008-09 school year.

### **Application Procedure:**

Complete the non-competitive district or charter school application form, listing all schools in the district which are eligible or which will be eligible for funds through the Comprehensive Counseling and Guidance Program. Submit the proposal to the Utah State Office of Education not later than **June 1, 2007**

Send the completed form to:

Tom Sachse, Specialist  
Secondary Comprehensive Guidance  
Utah State Office of Education  
250 East 500 South  
PO Box 144200  
Salt Lake City, UT 84114-4200  
tom.sachse@schools.utah.gov

### **Application Review:**

Proposals will be reviewed as soon as they are received and districts will be notified of funds awarded no later than ten (10) days after receipt of the proposal.

**DISTRICT or CHARTER SCHOOL APPLICATION**  
**Comprehensive Counseling and Guidance Program**

**1. Applicant District or Charter School:** \_\_\_\_\_

District or Charter School Address: \_\_\_\_\_

\_\_\_\_\_

**2. District or Charter School CTE Director Name:** \_\_\_\_\_

Address if different than above: \_\_\_\_\_

\_\_\_\_\_

Work Phone: \_\_\_\_\_ Summer Phone: \_\_\_\_\_

Summer Address: \_\_\_\_\_

City: State: Zip: \_\_\_\_\_

**3. District or Charter School Counseling Director Name:** \_\_\_\_\_

Address if different than above: \_\_\_\_\_

\_\_\_\_\_

Work Phone: \_\_\_\_\_ Summer Phone: \_\_\_\_\_

Summer Address: \_\_\_\_\_

City: State: Zip: \_\_\_\_\_

- 4. List middle/junior high schools and high schools (grades 7 through 12) in the Comprehensive Counseling and Guidance Program during the 2007-08 school year.**  
*Please designate new schools that are applying for funding.*

Name of School: \_\_\_\_\_

Name of School: \_\_\_\_\_

Name of School: \_\_\_\_\_

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Name of School: \_\_\_\_\_

- 5. List middle/junior high schools and high schools (grades 7 through 12) in the CGP Request for Proposal**

**Comprehensive Counseling and Guidance Program during the 2007-08 school year that are due for a *formal* review.**

Name of School: \_\_\_\_\_

Name of School: \_\_\_\_\_

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**6. List middle/junior high schools and high schools (grades 7 through 12) in the Comprehensive Counseling and Guidance Program during the 2007-08 school year that are**  
CGP Request for Proposal

**due for an *interim* review.**

Name of School: \_\_\_\_\_

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**7. Briefly describe proposed district or charter school plans for the format of the interim review for the above school(s). See assurances below for guidelines.**

**8. Describe proposed district or charter school plans for providing an equal amount of matching funds that do not supplant other funds used for Comprehensive Counseling and Guidance Programs. The \$1,000,000 is being allocated on a base amount between 1.25 – 1.50 wpu per school in additional funds. All matching grant funds shall be used to lower counselor to student ratios, or maximizing direct services to students by counselors.**

**9. Describe how these additional matching grant funds will be used within the Comprehensive Counseling and Guidance Program (see R277-462-4). Emphasis for the matching grant monies is to be used to lower counselor to student ratios, or maximizing direct services to students by counselors.**

**Assurances:**

- All districts may qualify schools for the Comprehensive Counseling and Guidance Program funds and shall certify in writing that all program standards are being met by each school receiving funds under this rule.
- Procedures for qualifying schools within a district receiving funds shall be provided by the USOE.
- Utah State Board of Education rule R277-463, Comprehensive Guidance, annotated 3.A., requires that:

(5) The school or school district Comprehensive Counseling and Guidance Program shall be integrated into the mission of the school and be consistent with the Northwest Accreditation process as defined in R277-413, Accreditation of Secondary Schools, Alternative or Special Purpose Schools. School counselors shall provide evidence that the Comprehensive Counseling and Guidance Program contributes to student achievement included in the local school improvement plan developed as part of the Northwest Accreditation process.

(6) Schools shall qualify to receive Comprehensive Counseling and Guidance Program funds through participation in a regular schedule of on-site review by team members designated by the district. Scheduling of the on-site review process shall be coordinated with the Northwest Accreditation process for secondary schools as defined in R277-413 and shall, at a minimum, take place every three years. Successful on-site reviews of the Comprehensive Counseling and Guidance Program shall indicate a balance of activities in individual student planning, guidance curriculum, responsive services and system support.

- Qualifying schools shall receive on-site review of the program every six years, aligned, as far as possible, with the timing of the Northwest Accreditation process, not to be delayed more than one year from existing schedules. The on-site review team shall consist of at least four (4) members from outside the district. Of those four review team members charter schools will include at least one (1) licensed school counselor and one (1) administrator from another charter school.
- Districts will provide an interim three-year review for each participating program. Format for these interim reviews shall be under the supervision of the local district, but such interim reviews should focus on the individual school data projects: “Guidance Activities Action Plan and Report” and “Closing the Gap Action Plan and Report,” and should allow programs opportunities for sharing results in a feeder system within the district, school to school within the district or school to school within an CTE region consistent with the proposed plan presented in this RFP.
- Consistent with existing schedules, the district shall submit to the USOE the “CCGP Performance Review: Connecting Program Improvement and Student Learning” which has been completed by the Review Team, signed by the Team Chairperson and school district personnel as indicated on the form.
- The “CCGP Performance Review” shall be received by the USOE not later than May 1<sup>st</sup> of each year for disbursement of funds the next year.

- New schools not yet approved must complete the on-site review and have the forms submitted by May 1<sup>st</sup> of each year to be considered for disbursement of funds.
- All funds will be utilized to meet the purposes of the Comprehensive Counseling and Guidance program. The district will utilize the full allocation of funds for a school to hire personnel, purchase career center equipment and materials, support in-service training activities necessary to the Comprehensive Counseling and Guidance Program, purchase guidance curriculum material, and fund extended day or year as required to run the program as adopted by the State Board of Education.
- Each school applying for funding will complete an annual self-evaluation of their Comprehensive Counseling and Guidance Program by completing the “CCGP Performance Review: Connecting Program Improvement and Student Learning” and submitting the review electronically to USOE by June 15, 2008. If a school’s program has completed an on-site review during the 2007-08 school year and have submitted a “CCGP Performance Review” completed by the reviewing committee to USOE by May 1, 2008 this requirement shall be considered complete.
- Complete two data projects: “Guidance Activities Action Plan and Report” and “Closing the Gap Action Plan and Report” and return both to USOE by June 15, 2008.

Signed:

District CTE Director: \_\_\_\_\_ Date: \_\_\_\_\_

District Student Services  
or Counseling Director: \_\_\_\_\_ Date: \_\_\_\_\_